FOOTHILL-DEANZA COMMUNITY COLLEGE DISTRICT REQUEST TO CLOSE PETTY CASH FUND

This form should be sent to the District Accounting Office, together with a copy of the deposit slip (or receipt) from the Campus Cashier's Office for the amount of cash returned, and the original receipts for unreimbursed expenses.

PARTMENT/U	JNIT			
ME OF CUST	ODIAN			
ND IS BEING	CLOSED Permanently _	Temporarily		
A. Amount	t of unreimbursed receipts attach	ed		_
B. Amount	of cash returned (cashier's recei	pt attached)		_
C. Total of	f Lines A & B			_
D. Stated a	amount of Fund			_
E. Discrep	ancy between Lines C & D (if a	ny)		_
Exp	planation:			
The ur	nreimbursed receipts should be cl	narged as follows:		
1	ACCOUNT # 10 digits	AMC	DUNT	
1 2				
3				
4				
5				
7				
8				
9				
10	TO	OTAL:		
	10	JIAL.		
Signature of Custodian		Date	Ext.	
Signature of Department Manager		Date	Ext.	